

Dear Parent/Carer

**RE: Cashless System at The Milford Academy**

Please be advised that our school is encouraging all parents and carers to pay for their children's dinners, school milk, various school trips (depending the amount), breakfast club bookings, afterschool club bookings etc by on line transactions using the School Gateway website.

Therefore, can you please follow the procedures below in order that you can access the School Gateway for any payments into our Academy:-

- Ensure that you complete your / first point of contact for your child (mobile telephone number and email address on the admission application for your child).
- Then download the free app: If you have a smart phone please go to your app store (Android and iPhone) and search for "School Gateway" and download the app. The app shows the same information as the website PLUS you can send app messages to school for FREE – this will also save the school money when we send you text messages.
- OR visit the website [www.schoolgateway.com](http://www.schoolgateway.com) and click on "New User". You will then receive a text message with PIN number. Use this PIN to login to School Gateway.

If you have any queries regarding this system, please do not hesitate to speak to a member of the office staff.

Thank you for your assistance in this matter.

Yours sincerely

*D. Magner*

Mr. D. Magner  
Head Teacher